



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

EACS

5 November 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Korean National Applicants English Language Competency Requirements Policy

1. References:

- a. Memorandum, FKCP-SES, 1 Feb 91, subject: English Language Testing.
- b. Memorandum, EAGA-CP-SES, 14 Nov 00, subject: TOEFL Computer-Based Test Scores (CBT).
- c. Memorandum, EAGA-CP-SES, 1 Mar 00, subject: Referral of KN Job Applicants Without English Test Scores.
- d. Memorandum, EAGA-CP-SES, 16 Nov 99, subject: English Test Requirements for Korean National (KN) Applicants.

2. Purpose. This policy supersedes references 1a thru 1d and updates the English Language Testing Policy for Korean National Applicants throughout Korea.

3. Korean National applicants English language competency will be determined using either written tests or management panel, or both as determined by the activity commander/staff principal or Installation Management Agency, Korea Region Office, Director level (further discussed in paragraph 5d).

4. Written test score requirements.

a. Korean General Schedule (KGS) Positions. Applicants for KGS positions require a score of 60 or above on the American Language Course Placement Test (ALCPT) to qualify for referral. However, applicants for KGS positions at grades 2 through 6 that do not require direct customer service duties may qualify with a score of 34 or above.

b. Korean Wage Board (KWB) Positions. KWB positions listed in USFK Regulation 690-118, Appendix B, and identified with an asterisk (*), and positions at the KWB Leader and above level, require a score of 34 or above to qualify for referral.

c. The Test of English for International Communication (TOEIC) and the Test of English as a Foreign Language (TOEFL) may be used as substitutes for ALCPT scores. TOEFL and TOEIC scores are valid for two years from the examination date. The TOEFL and TOEIC scores equivalent to the ALCPT scores are established as follows:

ALCPT	Paper-based TOEFL	Computer-based (CBT) TOEFL	TOEIC
34	360	70	250
60	450	133	550

d. Internal employees who have passed the ALCPT, or have an equivalent TOEFL or TOEIC score (i.e., a waiver was not granted), and are referred for a position that requires the same or lower score, will not be required to take the English test.

e. Conversational English skill rating schemes are included at enclosure 1.

5. English language competency management panel requirements.

a. A management panel determination must be documented and submitted with selection notification (referral list) to the Civilian Personnel Advisory Center (CPAC) for review and then forwarded to the Civilian Personnel Operations Center (CPOC) for filing in selectee's Official Personnel File (OPF).

b. When English testing does not produce any qualified candidates (i.e., all fail to obtain the minimum score requirement), a management panel is required to determine English language comprehension and speaking proficiency.

c. It is the responsibility of the panel, selecting and/or approving officials to:

(1) Ensure the selectee is interviewed and the job requirements for customer interactions are considered.

(2) The strength of the selectee's verbal and English comprehension skills are determined.

d. The make-up of the management panel will be approved at the activity commander/staff principal or Installation Management Agency, Korea Region Office, Director level. Activity commanders are defined as commanders or civilian equivalent who report directly to a major subordinate commander (MSC). Staff principals are defined as the assistant chiefs of staff or civilian equivalent who report directly to the USFK or the MSC Command Group. This authority may be delegated down one level to personnel reporting directly to the activity commander or the staff principal but not lower than LTC/GS-14/NAF-05.

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(1) Each activity may establish a management panel to evaluate and determine the job applicant's English skill level required for the position. Detailed procedures for the panel's review will be approved at the activity commander/staff principal level. The panel may use the enclosed Conversational English Skills Rating Schemes as a guideline.

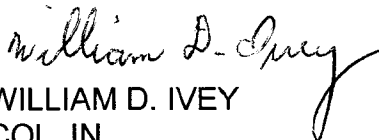
(2) It is the responsibility of the management panel or the selecting and/or approving officials to ensure that the selectee is interviewed and the job requirements for customer interactions are considered; and to ensure that considerations are documented and submitted with the selection to the servicing CPAC for filing in the selectee's OPF located at the CPOC. The CPAC and the CPOC are responsible for ensuring receipt of all the above documents and filing them in selectee's OPF to assure a complete audit trail.

6. English language competency Requirement Waivers. Employees affected by reduction-in-force (RIF) placements may be granted a waiver from the English language competency requirement. The CPOC is granted the authority to waive the English language competency requirement for employees affected by RIF placement and who have not passed the English language competency requirement.

7. Referral without written English test or use of a management panel. KN job applicants will be referred for selection only if they meet the English language competency requirement. When it is deemed crucial for urgent and expedited recruitment, the CPOC or CPOs may exercise discretion and refer KN job applicants for selection without demonstrated English language competency. In that case, the referral list must clearly annotate that those candidates must demonstrate the appropriate English language competency before they can be appointed.

8. Clear verbal communications is vital to quality customer service support and essential to successful mission accomplishment of the Eighth United States Army.

Encl


WILLIAM D. IVEY
COL, IN
Chief of Staff

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Conversational English Skills Rating Schemes

I. COMPREHENSION

5. Complete understanding at normal speed.
- 4.5 Complete understanding at slow speed.
4. Complete understanding at normal speed with some repetition needed.
- 3.5 Complete understanding at normal speed with rewording needed.
3. Understands nearly everything at slow speed with some repetition or rewording.
2. Has trouble understanding at slow speed with many adjustments.
- 1.5 Comprehends communication in isolated words and phrases.
1. Understands little at slow speed with frequent repetition and rewording of isolated words and phrases.
0. No comprehension.

II. PRONUNCIATION (Including word accent and sentence pitch)

5. Speaks with almost no accent.
4. Understandable but has an accent.
- 3.5 Foreign accent requires concentrated listening.
3. Foreign accent requires concentrated listening and frequent repetition.
- 2.5 Many serious errors cause misunderstanding.
2. Many serious errors cause misunderstanding and require many leading questions, and changes of vocabulary by interviewee.
1. Almost impossible to understand because of sound, accent, and pitch difficulties.
0. No speaking ability.

III. GRAMMAR AND WORD-ORDER

5. Uses English with only a few grammar and word-order errors.
4. Uses good English with occasional grammatical or word-order errors which do not, however, obscure meaning.
- 3.5 Word-order or grammar errors occasionally make understanding difficult.
3. Word-order or grammatical errors occasionally cause misunderstanding.
- 2.5 Speech is in isolated words or phrases but there is usually communication of the facts.
2. Word-order or grammatical errors lead to frequent misunderstanding.
- 1.5 Speech is in isolated words or phrases, difficult to understand.
1. Word-order or grammatical errors are so serious that understanding is almost impossible.

- 0. No communication.

IV. VOCABULARY

- 5. Has complete specialized vocabulary and idioms for the job.
- 4. Has almost complete specialized vocabulary and idioms and adequate substitute vocabulary.
- 3.5 Has some specialized vocabulary and some substitute vocabulary.
- 3. Sometimes has no vocabulary for terms required for job.
- 2. Frequently has no vocabulary for terms required for job.
- 1. Seldom has vocabulary for terms required for job.
- 0. No communication.

V. GENERAL SPEED OF SPEECH AND SENTENCE LENGTH

- 5. Responses are immediate and at native speaker speech speed rate.
- 4. Response immediate but speech speed slow.
- 3. Responses slow. Speech speed slow.
- 2.5 Response and speech speed perhaps adequate but questionable.
- 2. Responses slow. Speech speed far below adequate.
- 1. Responses and speech speed below adequate.
- 0. No response.